

**Lark Street Business Improvement District  
Board Meeting Minutes  
September 2, 2025**

**Board Members Present:** Erica Scheer, Daniel Woycik, Daniel Fitzgerald, Chris Burke, Susan Pedo, Daniel Odabashian, Leigh Jagareski, Mark Brogna, Rich Conti

**Attendees:** Justin Miller, Jenn Miller

**I. Welcome and Introductions** – Chris welcomed everyone to the meeting.

**II. Confirmation of Quorum** – Quorum was confirmed.

**III. Approval of August Minutes** – The August minutes were approved.

**Motion:** Approve Minutes (Richard, Mark, all in favor)

**IV. Opening Statement, Announcements & Commentary** – Chris informed the board on updates since the last session, including discussions with various stakeholders about street maintenance, flower baskets, and banners.

**V. Chairman’s Report** (Chris) - Chris highlighted ongoing efforts with his main contact at DGS, Deputy Commissioner Frank Zeoli, to streamline services such as street cleaning, trash maintenance and snow removal. Georgette Stephans, the ED of the Downtown BID has shared the contracts they have with the city for our reference. Discover Albany has officially entered into an agreement with the BID to promote its events.

Chris spoke with Mike Yevoli, the Regional Director of Economic Development, regarding our potential involvement in the state’s \$200M plan. Dan O. and other real estate stakeholders met recently with the state’s developers. The discussion surrounded development projects, including the plans for vacant churches. The BID intends to stay involved in future conversations and planning.

Our office space has to be organized, cleaned out and paid up before the board can consider if we need a physical office presence on the street. The board agreed to follow standing precedents and save physical documents for seven years. Files currently in the office have to be reviewed and digitized. Leigh has been sorting files in preparation.

**VI. Finance Committee Report** (Dan O.) – Once we get our finances in order, we will have an audit done. Things are moving slowly right now. Dan is in contact with likely our new Bookkeeper/CPA, Jenny O’Neil, who does Downtown and Central’s BID books. Dan’s drafting a formal engagement letter. Her approximate cost is \$200/mo. She’s spent about 20 hours so far on the project. Dan is investigating our tax filing status for 2024. We do not know if taxes were filed for 2024 or if an extension was granted and we do not know if the 2024 CHAR 500 was filed either, likely not. Jenny cannot file our 990 or the review, we will need to outsource a CPA.

Dan met with Key Bank. Our checking operating account was in the negative and has

been closed. Our savings account is active with \$553. Dan and Chis are both signers on that account. We're opening a new account once we retain our original SS4, which confirms our Tax ID number for the bank, back from the IRS (supposed to come within 1-2 weeks. Dan reported we deposited two grant checks totaling \$5,090, including \$2500 from the Community Foundation via Discover Albany for Buskfest and a \$2,590 county grant for Art on Lark. Darius loaned us \$10,000 to pay off some of our bills, to be paid back when we get our assessment funds. With the 10K, Dan paid Headline Media, the street cleaner and the landlord.

Jenny submitted a voucher for an initial payment of 52kk of \$131k available of assessment money to the city, \$79k to be collected. We're expecting approval by tomorrow and funds will be distributed within a week. Chris is planning to discuss with the city to remember to keep our funds separate from standard city funds, as the assessment money is from the residents and business owners here.

All our insurances have lapsed with The Murray Group. We have quotes for standard 1M, 2M general liability with 1M umbrella for \$3,700 a year, Directors and Officers (D&O) Insurance \$1M for \$866. Dan will purchase insurance as quickly as possible.

Dan is on track to get QuickBooks and the financials cleared up by next meeting.

**Motion:** Get a quote from Council Services Plus (Susan, Mark, all in favor)

**Action Item:** Dan O. to send Erica quotes from Murphy Group to be reviewed by CS Plus.

**VII. Event Committee Report** – (Chris) Art on Lark is not happening at this time. We will have an accompanying event to Lark Out Loud on the 20<sup>th</sup> including music, specials and discounts at businesses on Lark Street. Mark noted the challenges they experienced while trying to plan the original event. The committee discovered we had no insurance, website, vendor list, square merchant and funding to pull it off. Mark is working with Elissa on the accompanying event to Lark Out Loud as well as the Halloween Event. The street will not be closed for either event. Erica volunteered to assist with planning and promoting the upcoming events and suggested a possible theme for the Halloween Event, like "Rocky Horror Picture Show" or "A Haunting on Lark Street" etc.

**VIII. Public Safety & Communications Committee** (Dan/Leigh) – Leigh discussed a communications plan for Lark Street, focusing on creating a unified voice to promote the area and regain control of the narrative. The plan is to get our website in order, followed by news blasts about our relaunch of the BID and steady management of our social media. Leigh currently manages our social media and is planning to hire someone to assist her. Georgette Stephans at the Downtown BID has a person they use who we can reach out to if necessary. Leigh also suggested connecting with local influencers to help promote Lark Street businesses.

Chris plans to get together with the Chief of Police to develop a safety plan. Erica suggested including things for children in our upcoming projects, like transforming a portion of the Trinity Church parking lot into a playground with splashpad. Places that cater to children naturally increase police presence and can be useful in creating a safer environment on the street.

The board discussed ongoing issues with public safety and vagrancy affecting businesses in the area. It was suggested we organize conversations among business owners and managers to address these issues. He emphasized the need for the organization to play a role in solving these issues.

**IX. New Business** (Chris) – In order to grow and communicate with our membership base, the BID needs to clarify its membership terms and get a list of all the members outlined correctly. Dan Fitzgerald offered to help get things organized. He'll start by obtaining an accurate list of the property owners, commercial owners, commercial renters and rental tenants.

**X. Old Business** - Dan noted we're still engaged with NYCON regarding our grant sponsored services in Board Development.

**XI. Public Comment** – There was no public comment.

**XII. Consideration of Executive Session** – The board went into Executive Session. No actions were taken.

**Motion:** Go into Executive Session (Dan F., Susan P., all in favor)

**Motion:** Adjourn Executive Session (Rich, Dan F., all in favor)

**XIII. Adjournment** – The meeting was adjourned.

**Motion:** Adjourn Meeting (Erica, Dan O., all in favor)

Recorder,



Erica Scheer  
Secretary of the Board